



**CONROE ISD  
MITCHELL INTERMEDIATE SCHOOL  
2024-2025 STUDENT/PARENT  
HANDBOOK ADDENDUM**

**MITCHELL INTERMEDIATE**

6800 ALDEN BRIDGE DRIVE  
THE WOODLANDS, TX 77382

PHONE 832.592.8500 FAX 832.592.8518

*1997-2011 TEXAS EDUCATION AGENCY EXEMPLARY SCHOOL*

*(RATINGS NOT PUBLISHED AFTER 2011 DUE TO NEW STAAR IMPLEMENTATION)*

*2005-2009, 2011 TEXAS BUSINESS EDUCATION COALITION HONOR ROLL SCHOOL*

*2006 DECEMBER TEXAS MONTHLY LISTS MITCHELL INTERMEDIATE AS ONE  
OF "THE BEST PUBLIC SCHOOLS" IN TEXAS*

*2006-2011 NATIONAL CENTER FOR EDUCATIONAL ACHIEVEMENT "HIGHER PERFORMING SCHOOL"*

*2015-2018, 2020, 2021, 2022, 2023 TEXAS HONOR ROLL SCHOOL*

*2022 LEVEL 1 CERTIFIED-HIGH RELIABILITY SCHOOL*

*2022 "BEST MIDDLE SCHOOLS" BY NICHE.COM*

*2023 LEVEL II CERTIFIED HIGH RELIABILITY SCHOOL*

*2024 LEVEL III CERTIFIED HIGH RELIABILITY SCHOOL*

The Conroe ISD Student/Parent Handbook includes a wealth of information. We encourage you to read it thoroughly to familiarize yourself with district policies and procedures. While the handbook guidelines are outlined to apply to each school, every school has additional information. The communication below is for your reference in regard to Mitchell Intermediate School.

The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding these non-discrimination policies:

**Title IX Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936)-709-7700 and the  
Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.**

Dear Mitchell Parents,

Welcome to Mitchell Intermediate and the 2024-2025 school year. You have access to the 2024-2025 Conroe ISD Elementary/Intermediate Student/Parent Handbook via the Conroe ISD website under “Parents/Students”. In addition, we always publish our own addendum covering specific information to our campus. Our Mitchell Mustangs are our top priority. Safety is of utmost concern. Our procedures and routines have been established to ensure the safety of our students, staff, and visitors. We recommend you familiarize yourself with district and campus policies and procedures. This addendum is being emailed to all Mitchell parents and will also be accessible on the Mitchell Intermediate website. Should you have any questions, please feel free to call or email. We look forward to an amazing school year.



Dr. Paula Klapesky  
Principal

## Mitchell Intermediate Reference Information

### Phone Numbers

Front Office.....	832.592.8500	Cafeteria.....	832.592.8471
Fax.....	832.592.8518	Transportation Department...	832.592.8800
Clinic.....	832.592.8525 or 832.592.8457	Mitchell Attendance Line.....	832.592.8516

### Straight to the Source

#### Dr. Paula Klapesky, Principal

<b>Chelsea Lester</b> 5 <sup>th</sup> Grade Assistant Principal	<b>Rachell Ezell</b> Speech Pathologist
<b>Paige Pryor</b> 6 <sup>th</sup> Assistant Principal	<b>Lauren Canales</b> Nurse
<b>Jeremy Williams</b> Assistant Principal	<b>Michelle Lindley &amp; Gretchen Wilson</b> Secretaries
<b>Ashley Rupp</b> 5 <sup>th</sup> Grade Counselor	<b>Linda Rusinski</b> Attendance Clerk/Registrar
<b>Terrie Rascoe</b> 6 <sup>th</sup> Grade Counselor	<b>Monica Chin</b> Receptionist
<b>Michelle Gephart</b> Diagnostician	<b>Tammy Taylor</b> Receptionist

### Websites

[Mitchell Website](#)

[Parent Portal](#)

[Conroe ISD Website](#)

[Conroe ISD Volunteer Online Application](#)

[Lunch Accounts](#) (My School Bucks)

[Conroe ISD Transportation](#)

[CISD Child Nutrition](#)

[Mitchell PTO Website](#)

[2024-2025 CISD Calendar](#)

[Texas Education Agency](#)

[2024-2025 CISD Student Code of Conduct](#)

## Arrival and Dismissal Procedures

We have devised arrival and dismissal procedures for the safety of our Mitchell Mustangs. Dismissal will take longer than usual until routines have been established. It will take approximately two-three weeks before typical dismissal times can be expected. Expect delays during a Severe Weather (thunder/lightening) dismissal. In addition, the district has increased instructional minutes for all campuses this year. The official school day at Mitchell Intermediate is 8:45 AM-4:00 PM.

### Arrival

- Students should not be dropped off prior to 7:45 AM as staff is not on duty until then. The exception is for before school activities such as: Choir, Band, Orchestra, Chess Club, etc.
- All car riders will be dropped off on the sidewalk near the Mitchell gymnasium, which is located in the large parking lot off of Alden Bridge Drive, between 7:45-8:40 AM. Car riders arriving after 8:45 AM will still be dropped off in the car rider line, but enter the school through the front doors. Students arriving after the tardy bell rings at 8:45 AM would need to get a tardy slip at the front office. Students need time to put their items away in their locker, get materials and supplies they need for their first class, and be seated ready for announcements at 8:45 AM. Students are tardy if they are not seated in their first period class by 8:45 AM.
- To assist during morning arrival time, please allow your child to get out of your car on the sidewalk near the brick columns. Cars can then exit in the left lane. This will allow more cars to unload at the same time which will allow the morning drop off to go much faster.
- Keep in mind food and/or drinks are not permitted in the gym.
- Car riders, walkers, and bikers will wait in the gymnasium until they are dismissed to go to their LC at 8:25 AM.
- Bikers and walkers arriving after 8:25 AM will enter the building thru the front entrance and go to their LC.
- Students may not report to their LC prior to 8:30 AM unless their teacher has scheduled a specific date and time with them for tutorials, class assignments, or to make-up a test. An official "Mitchell Morning Pass" can be printed off the Mitchell website to authorize a child to go to their LC.
- Students with passes to go to their LC/rehearsal and enter through the gym door.
- School begins at 8:45 AM. However, we prefer children arrive no later than 8:30 AM to prepare for their school day.
- The front entrance off of Kuykendahl will be reserved for buses between 8:15-8:45 AM and 3:15-4:30 PM. Bus riders arriving before 8:25 AM will enter the building thru the gym door. Bus riders arriving after 8:25 AM will enter the building at the front entrance and proceed to their LC.
- Please be aware we will not issue tardy slips between August 14-23. Starting on August 26, once routines are established, we will start issuing tardy slips. Students will receive a tardy consequence after 5 tardies have accumulated. See "Tardy Policy" in this handbook.

### Dismissal

- The official end of the school day is 4:00 PM for Mitchell Intermediate, but 4:05 or 4:10 PM for all other intermediate schools in CISD. Mitchell was given a slight alteration to help families picking up children at McCullough Junior High. Children begin preparing for dismissal at 3:50 PM, and car riders, bikers, and walkers will be dismissed starting at 3:55 PM.
- Bus riders, bikers, and walkers will be dismissed via the front entrance. Car riders, bikers, and walkers will be the first students dismissed in hopes they will already be on the bike paths prior to buses leaving the campus. We strongly recommend students wear helmets while riding a bicycle.
- Parents wanting to walk or ride their bike home with their child may meet them on the bike path on Alden Bridge Drive or on Kuykendahl. If you need to conduct school business, please park in the large parking lot and wait to enter the building until the car rider line has ended. We anticipate the line to finish picking up students by 4:15-4:20 PM once routines have been established.
- All car riders will be dismissed through the gymnasium doors to the sidewalk near the large parking lot off of Alden Bridge Drive. It will expedite the line if each car has their car rider sign with the bar code prior to picking up their child. Cars will proceed toward the gym, pick up their child, exit to the left, and turn right onto Alden Bridge Drive. Having traffic going in one direction will help with the traffic flow.

- Please do not stop along the sidewalk when you see your child unless the cars are stopped. We ask all drivers to move to the end of the line where your child will join you. This will help us load as many cars as possible. As a courtesy to staff on duty and children waiting, please do not honk when you see your child.
- **Those picking up children during dismissal may not park and cross through the car rider line to try to retrieve their child from the gym. We will not permit parents to wait at the front entrance or on the sidewalk to retrieve their child. This extra congestion prevents a smooth dismissal.**
- In addition, it is extremely dangerous to ask your child to meet you on one of the streets or at a local park. It puts your child in a difficult situation when they know we are doing our best to maintain student safety and ask the children not to get into cars parked on the street shoulder or local parks.
- Our Mitchell neighbors are concerned about traffic congestion and cars parked on side streets. Do not park in the entrance of Autumn Branch, the neighborhood across from Mitchell Intermediate. The residents of this neighborhood have a difficult time entering or exiting their neighborhood if cars are parked there.
- If you need to conduct school business at the end of the day, you can park in the large parking lot and proceed to the front office once the car rider line has ended. If your child forgot something after dismissal, please park in the large parking lot as the front entrance off of Kuykendahl is reserved for buses in the morning and afternoon until 4:30 PM.
- For future reference, front office personnel answer the phone between 7:45 AM-4:30 PM. If the dismissal procedures are followed, parents will be amazed how quickly all our students are dismissed. Dismissal is usually conducted in 20 minutes or less. The first two weeks of school is an exception while routines are being established.



## Attendance

Attendance is one of the number one indicators of student success. In addition, children who arrive promptly show respect to their teachers and classmates. Children arriving after 8:45 AM disrupt the class as teachers are working hard to begin the school day. Official attendance is taken at 10:00 AM. A child is absent if they are not in attendance at this time, unless they arrive later in the same school day with a signed note from a health care provider. The state requires school officials to notify parents when their child has been absent for ten or more days in a six -month time span or three days in a four week timeframe. Attendance letters for children who have excessive absences are typically mailed home at the end of each quarter. The district Parent/Student Handbook has more detailed information regarding attendance.

## Bus

Students and parents are fortunate to have transportation provided for students living 1 mile or more from the school. However, eligible students must be registered to ride a bus. Register for service at [Register for Transportation](#). Buses will drop off and pick up students at the front of the school. As can be expected, buses will not be on schedule for the first couple of weeks until bus routes have been finalized. The transportation department will be determining the average number of bus riders per bus prior to making any permanent changes. They are unable to finalize routes if students are not on the bus. Therefore, we recommend if your child will be a regular bus rider they begin riding the bus the first few weeks of the school year.

If you have concerns regarding transportation after two weeks, we recommend you contact that department at 832.592.8800 or on the [Transportation General Information link](#). If you have questions regarding bus transportation after 4:30 PM, we recommend you call the transportation department at 832.592.8800. Staff at Mitchell do not have the capability to contact a bus driver. The transportation department can contact a bus driver in route to get more information on a route. The transportation department will make every attempt to send an email to parents when a bus will be more than fifteen minutes late. The bus route numbers and pick-up/drop-off times are provided by the Conroe ISD on the district's website under the section, "[What Bus Do I Ride?](#)"

It is recommended each child know his/her bus route number if a child is eligible for bus service in the event of an emergency or Severe Weather dismissal. The district issues SmartTags enabling parents to see live links to verify the location/timeframe of a bus. This is a helpful system to determine pick-up/drop-off times.

## **Bus Dismissal Changes**

In the event of a change in dismissal plans in which you are requesting your child ride a different bus to be picked up/dropped off temporarily, your child should take a note written and signed by a parent with information regarding the alternate bus route number to the front office before going to class in the morning. A “Transportation Emergency Request Form” will be completed by one of the receptionists and signed by the principal or an assistant principal. Prior to heading to the alternate bus, the child will pick up the signed form in the front office to give to the driver of the alternate bus. If you know of the bus change ahead of time, feel free to send a note as soon as you know of the change. If your child will have permanent transportation needs, such as needing to be dropped off at a relative’s house a couple of days a week, an [Alternate Address Transportation Plan](#) form must be submitted to the CISD Transportation department.

## **Cell Phones**

Students may have a cell phone/Smart watch at Mitchell Intermediate. However, it must be turned off, not just on vibrate mode, before entering the building. Students may not use phones/watches during dismissal as they become distracted and aren’t focused on when their name is displayed/called to exit the gym as a car rider or when their bus# is displayed/called. If a child uses their cell phone without permission during the day, the phone will be turned into the front office. A parent must retrieve the phone from the front office. A second violation will result in an Incident Report to the assistant principal.

## **CISD Acceptable Use Guidelines for Students**

The Conroe Independent School District makes a variety of communications and information technologies available to students through network/internet access. These technologies, when properly used, promote education excellence in the District by facilitating resource sharing, innovation and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Acceptable Use Guidelines (AUG) are intended to minimize the likelihood of such harm by educating CISD students and parents and setting standards which will serve to protect students.

Parents and students should realize that with this educational opportunity comes responsibility. As much as possible, access from school to Internet resources will be structured in ways that point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they will be provided with guidelines and lists of resources particularly suited to learning objectives.

The Children’s Online Privacy Protection Act (COPPA) prohibits children under the age of 13 from creating Internet accounts and providing information about themselves online. From time to time there are educational applications that teachers utilize in the classroom that require the creation of an account. In compliance with COPPA, no personally identifiable student information will be used to access these programs. By agreeing to the Acceptable Use Guidelines, you are granting permission for your child’s teacher to supervise and facilitate your child’s use of appropriate Web-based applications and tools that are for educational purposes. Parents are expected to monitor student use of these Web tools at home. Please notify your child’s campus administration in writing if you do not want your student to access these applications/tools while at school.

CISD uses a Web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the Internet that contain materials that are inappropriate, illegal, defamatory, inaccurate or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the Internet is impossible. Students will be provided email and Internet accounts, including access to cloud-based document storage and collaboration space. Some students may be given access to District-owned technology resources for use at home. Students are responsible for not sharing the password of their account with others. CISD accounts are to be used only for identified educational purposes. Students and parents should be aware that the District monitors all use and communication on its computer system. No communication on the system is private.

Students are held responsible at all times for the proper use of their account. The District may suspend or revoke a student account if District rules are violated. Network/Internet access is available to student in the District as a privilege, not a right. The following standards will apply to all users of the Network/Internet.

Users of the District's Network/Internet will not:

- Use the system for any illegal purpose.
- Bypass, disable or attempting to bypass or disable any Internet filtering device.
- Encrypt communications to avoid security review.
- Borrow someone's account without permission.
- Use chat rooms without authorization.
- Post personal information such as addresses, photographs or telephone numbers about yourself or others.
- Download or use copyrighted information without permission from the copyright holder.
- Intentionally introduce a virus or any malicious software or program to the computer system.
- Post messages or access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or could be characterized as bullying.
- Waste school resources through the improper use of the computer system.
- Gain unauthorized access to restricted information or resources.
- Using someone's account or credentials without permission.

The following consequences may result from inappropriate use of the District's Network/Internet:

- Suspension of access to the system;
- Revocation of the computer system account; and
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

## Clinic

All prescription and non-prescription medication must be dropped off and picked up by the child's parent/guardian. Children may not be in possession of medication at any time.

## Communication

The Mitchell Student Planner is provided by the Mitchell PTO and is used daily by the children to develop strong organizational skills. Parents are encouraged to review their child's planner on a daily basis. The *Mitchell Messenger* is published every other week and sent electronically on Fridays. The Mitchell Messenger and other important information can also be found on the campus website. The "Mitchell Weekly Report" will be sent home weekly to monitor your child's work habits and weekly class averages your child updates on the report. We encourage parents to sign up for the Conroe ISD Parent Portal. By registering, parents will have access to their child's important information such as: schedules, assignments, grades for each content area, progress reports, report cards, attendance, lunch account balance, and annual state testing results. In addition, you will be registered to receive emails from the principal. Parent Portal is new this year, and every parent will need to register for the account.

Visit the Conroe ISD website at [www.conroeisd.net](http://www.conroeisd.net) and follow the directions on the pull-down menu under "Parents/Students," and then click on "Parent Portal" or click this link [Parent Portal](#). If you have any questions about accessing the Parent Portal, please contact the Mitchell Attendance Clerk, Linda Rusinski at 832.592.8460 or [lrusinski@conroeisd.net](mailto:lrusinski@conroeisd.net)

## Conferences

Teachers needing to conference with parents will schedule an appointment. Parents are welcome to request a teacher/parent conference, too. LC teachers like to meet together so they can provide a comprehensive overview of the child's progress. Many times, parents' questions can be answered through email or a phone call. To schedule a conference, you may call and leave a message at the Mitchell front office for your child's teachers. You can also send a note or email to the teachers to request a conference. The faculty email roster can be found on the [Mitchell website](#) under "Our School" and then "Faculty/Staff". For the most part, faculty members can be reached by using the first letter of the employee's first name, their last name, and "@conroeisd.net." For example, to reach Dr. Paula Klapesky, you type: [pklapesky@conroeisd.net](mailto:pklapesky@conroeisd.net).

## Conference Schedule

Teachers are typically available to conference during the students' Fine Arts block (see below). The teachers will set specific times they are available for parent conferences. Many times, the teachers are in meetings or other parent conferences. It is best to prearrange a conference to make sure the teachers are available.

5 <sup>th</sup> Grade		6 <sup>th</sup> Grade		Fine Arts/PE	
LC 8, 10	1:05-1:50 PM	LC 5, 6	9:15-10:05 AM	Art, Music/Choir, Band, Orchestra	10:55-11:40 AM
LC 9, 11	2:00-2:45 PM	LC 1, 2	10:05-10:55 AM	PE	2:55-3:40 PM
LC 7, 12, Bulick/Koupaiei	2:55-3:40 PM	LC 3, 4	11:40 AM-12:30 PM		

## Dress Code

Our Mitchell Mustangs do a great job with the Conroe ISD Dress Code. As stated in the CISD Student/Parent Handbook, dress codes are established to teach grooming and hygiene, prevent disruptions, minimize safety hazards, and to maintain a positive learning environment. To highlight questions we receive on occasion, here is a basic checklist:

- shorts should be at fingertip length when arms are at your side
- shorts should be worn under dresses/skirts on PE days
- no muscle shirts, halter-tops, or spaghetti strap tops unless covered by another shirt/jacket
- leggings/running tights need to have shirts falling at mid-thigh or below and cover backside
- shorts should be visible and not covered by shirts/jackets
- midriff shirts/crop tops, exposing the midsection of the body, should not be worn to school
- jeans with rips/holes are to be at the knee-level or below
- costumes or costume pieces are not to be worn unless approved for a school activity
- make-up/cosmetics are not to be worn or applied at school
- no flip flops or slippers (students may wear sandals with a back strap)
- no Croc-type shoes on PE days
- clothing should not include pictures, emblems, or writings that are any of the following: lewd, violent, suggestive, offensive, vulgar or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL)
- hair/hairstyles or clothing distracting to the learning environment will be addressed with an assistant principal
- undergarments are to be covered
- wearing hats/caps or hoodies over your head inside a building is not respectful

Keep in mind most of these guidelines are for safety since students do not dress out for PE. Students out of dress code will first receive a warning from a staff member. If the problem persists, they may receive a Incident Notification to visit with the assistant principal.

## Drop-Off Table

If your child forgets lunch, their instrument, or something for class, you may drop off the item and properly label it at the "Drop-Off Table." The receptionists will make every attempt to contact your child so they know they have something to pick up.

## Early Release

Conroe ISD has scheduled two Early Dismissal days this year to accommodate parent conference schedules or to provide teachers with much needed planning time to finalize report card grades. Mitchell students will be dismissed at 12:55 PM. A modified Fine Arts/ PE and lunch schedule will be implemented prior to dismissal. Early Release Days will be held on December 20, 2024 and May 23, 2025.

## Grading Guidelines

Students in fifth and sixth grade receive a progress report midway through each quarter. Progress Reports may be accessed in the Parent Portal. Report cards are sent home one week following the end of each quarter. In each core content area (Reading, Writing, Math, Social Studies, and Science), the overall quarterly average is based on an average of daily and major grades. Daily grades account for 50% while major grades make up 50% of the average. Teachers will take a minimum of six daily grades and two major grades each quarter in Math, Science and Social Studies. Language Arts teachers will take a minimum of 5 daily grades and 2 major grades in both Reading and Writing. The district does not offer a summer school program for promotion to the next grade if a child does not meet at least a 70% or higher in Language Arts, or Math, or an overall average of the five core content areas. In order to meet promotion standards for a child to go on to the next grade level, options would be discussed with the teachers, parents, and the principal. Students are graded with a district-approved numerical system as indicated below.

A	90-100
B	80-89
C	70-79
F	0-69

## Leaving School for an Appointment

If you need to pick up your child for an appointment, please do so no later than 3:30 PM. Any child being picked up after 3:30 PM will be called to the front office during afternoon announcements at 3:50 p.m. Most of the time, you know your appointment schedule in advance. Please send a note with your child in the morning indicating the time you will pick up your child. Your child will deliver the note to the receptionist in the morning prior to going to class. The receptionist will give your child a bright yellow form with the early check out time indicated. A few minutes prior to being picked up, your child will show the note to the teacher they have at that time. They will then report to the front office with any necessary school supplies needed in case they won't be returning for the remainder of the school day.

## Lunch/Snack Guidelines

Families will want to deposit money in their child's account for lunch or snacks. The link to add funds is [MySchoolBucks](#)

Parents may drop off lunch at the "Drop Off Table" located in the foyer several minutes prior to a child's scheduled lunch time. Students must be aware lunch is being delivered as front office staff is often overwhelmed with phone calls and front office business and unable to deliver lunches.

If a child wants to share a birthday treat, it is recommended the treats be pre-packaged, such as a packaged cookie or cupcakes purchased from a local grocery store. Students can pass out the birthday treat to students seated at their table. Homemade treats are not permitted due to allergy issues, safety, and sanitation concerns. Breakfast costs \$2.00 while lunch is \$3.20. Children purchasing a la carte items will pay for items individually. A lunch entrée costs \$3.35, a fruit/vegetable/juice/bread item costs \$1.75, and a milk costs \$1.15. It is much more reasonable to purchase an entire lunch than to just pick items individually.

Parents are welcome to join their Mitchell Mustang for lunch in the Visitor's area.

## Lunch Schedule

LC	Lunch
8, 10, 12	11:00-11:30 AM
7, 9, 11	11:35 AM-12:05 PM
5, 6, Bulick/Koupaei	12:10-12:40 PM
1, 2	12:45-1:15 PM
3, 4	1:20-1:50 PM

## Mitchell Technology Guidelines

The use of computers and other technology at Mitchell Intermediate is a privilege with responsibility. Failure to follow the guidelines may result in revoking the privilege, or further consequences. CISD has many firewalls in place to keep your child safe while utilizing technology on each of its campuses. However, not all inappropriate content can be filtered. Following the guidelines below will help insure the safety of your child in



the rare occasions when this type of content does get through. These occurrences will be handled swiftly and appropriately.

- Do not attempt to modify the appearance or operation of any technology equipment. This includes, but is not limited to, commands, copying or installing software, setting pass code locks or copying files of any type. Each device should remain in its original or teacher-set configuration.
- Tampering with or vandalizing hardware, software, data or the desktop and settings, will not be tolerated. It is each student’s responsibility to check the computer before and after use and to report problems to the teacher immediately.
- Students may use personal devices (i.e., tablet, iPad, E-reader) with teacher permission for educational purposes only. When not being used in the classroom, all personal devices need to be turned off and in the student’s locker. To use a personal device, the student must have a signed copy of this contract on file with each teacher in which the device will be used.
- Students are to have earbuds they may use at teacher discretion.
- Students will only use applications, software and programs required to complete assignments/projects and only those that have been approved by the teacher. Failure to stay “on task” may result in loss of technology privileges and/or further discipline actions. Students should not use personal or school equipment to play online or video games.
- No food or drink is allowed near any technology at Mitchell.
- No web sites, software, apps or media should be printed, shared, E-mailed or downloaded without teacher approval.
- If a student gets to an inappropriate site or ad, they will turn off the monitor or close the laptop screen and report to the teacher immediately. They will not show/discuss the content with other students around them.
- If a student violates any of the rules stated above or performs any other disruptive technology-related actions, he/she will be subject to loss of technology privileges and may be subject to further administrative discipline actions.
- The student may be financially responsible for the repair or replacement of stolen or abused hardware or materials.

**The Conroe Independent School District and Mitchell Intermediate School accept no responsibility for portable electronic devices lost, damaged or stolen on school property. Students who choose to carry such devices do so at their own risk.**

### Progress Report & Report Card Schedule

Quarter	Dates	Progress Reports (Week of)	Report Cards Available on Parent Portal (Week of)
1	August 14-October 10	September 9	October 21
2	October 15-December 23	November 4	January 13
3	January 7-March 7	February 3	March 24
4	March 17-May 23	April 21	May 27

### Parent/Teacher Organization (PTO)

The Mitchell PTO is a vital component at Mitchell Intermediate. Participation is a terrific way to support our school and meet people in this outstanding community. To learn more about the [Mitchell PTO](https://www.mitchellmustangspto.com/), please visit the website: <https://www.mitchellmustangspto.com/>

### Security

The Mitchell faculty and staff have your child’s safety as a number one priority. It is very important to indicate any relative or neighbor who you authorize to pick up your child in the event of an emergency on your child’s online Powersnap form. There is also a section for parents to indicate if someone is not permitted to pick up your child. In this case, legal documentation needs to be provided to the Mitchell Attendance Clerk, Linda Rusinski. Documentation may be

scanned/mailed to her at: [lrusinski@conroeisd.net](mailto:lrusinski@conroeisd.net) or dropped off at school for her. It is imperative you update any changes in your address or phone numbers if they change once the school year has begun. All visitors will have their driver's license scanned and will be logged into our Visitor's Database. In addition, our building is equipped with security cameras. Parents can be assured every visitor is screened through a criminal background check and may only visit the school once they receive clearance. To ensure safety, all perimeter doors are locked at all times. We also follow all district/state protocols for safety drills. New state guidelines mandate classrooms door handles are to remain locked at all times. Daily, safety checks are conducted to ensure all perimeter doors are secure.

## Severe Weather Dismissal

In the event of severe weather, determine your family plan you would like your child to follow if they are typically walkers or bikers. We do not allow children to walk or ride bikes if there is heavy rain and/or lightning. Occasionally there is a slight drizzle that is harmless, and walkers and bike riders are dismissed. You need to inform your child what to do in case we call "Severe Weather Dismissal" on the announcements. Most children ride the bus if they are normally bikers/walkers. Your child needs to know his/her route number if you want them to ride the bus. Please make your plan in advance as the front office is extremely busy on rainy days. It may be difficult to get last minute changes to children if the front office receives a lot of calls to change transportation. If you permit your child to be a biker/walker when Severe Weather Dismissal is called, you will authorize permission on the [Mitchell Dismissal & Severe Weather Dismissal Form](#) at <https://forms.office.com/r/DkcYmiDzfq>

## Student Expectations

Consideration and respect are baselines of our "Mitchell Guidelines of Success" and expected to be demonstrated by all Mitchell Mustangs, toward others (both adults and peers), and school property. Through appropriate modeling of expected behaviors, the Mitchell staff is dedicated to the development of responsible citizens for tomorrow. We encourage appropriate behavior by consistently modeling appropriate behaviors. Mitchell Mustangs are expected to demonstrate consideration and respect at all times while they are at Mitchell Intermediate and while participating in an off-campus activity in which they are representing Mitchell Intermediate School. Our "Mitchell Guidelines for Success" are:

Positivity  
Respect  
Integrity  
Dedication  
Enthusiasm

Students demonstrate Mitchell PRIDE by respecting the following student expectations:

1. Students will walk quietly throughout the building on the right side of the hallway in a single-file line as they transition from one area to another.
2. Students will respect the learning environment so that all students are able to benefit from the daily activities.
3. Students will refrain from harming others verbally or physically.
4. Students will display a positive attitude when discussing issues with staff members and classmates.
5. Students will demonstrate respect for school property and items belonging to staff members and classmates.
6. Students will remain quiet following the Mitchell attention call when assembled: "Mitchell Mustangs, we're on a voice level of 3, 2, 1, 0."

Each Learning Community/Department will establish a plan to recognize their students for demonstrating respect toward the Mitchell Student Expectations. The plan will be communicated to parents in each LC/Department. For students not demonstrating appropriate student expectations, the following school-wide consequences/actions will serve as a guideline:

1. Individual and/or group warning
2. First conduct mark-teacher marks the “Mitchell Weekly Report”
3. Second conduct mark-teacher marks “Mitchell Weekly Report” and child receives an LC consequence
4. Third conduct mark will result in a parent phone call/email and/or parent/teacher conference.
5. Fourth conduct mark will result in a phone call notifying parents that an Incident Notification will be submitted to the grade level assistant principal.

Each LC/Dept will have specific student expectations and will communicate their guidelines. Conduct marks will accumulate for each class the child attends and will be accumulated for grading purposes each quarter. Each quarter will be a fresh start for every student. In addition, teacher discretion is always a factor in determining conduct grades.

Serious infractions will be an automatic Incident Notification to the grade level assistant principal. Serious infractions include, but are not limited to: physical aggression; repeated misbehaviors; derogatory comments about one’s religion, race/ethnicity, or gender; consistent profanity; verbal discussions of mature topics not appropriate for the grade level; and vandalism.

### **Tardy Policy**

Tardies will be reported when a student is not seated in his/her first period class by 8:50 AM. This means a child with have already gone to their locker and gotten necessary materials for their first period class. Most of the time a child entering the building any later than 8:40 AM will probably not have time to locker and get necessary materials to be seated by 8:45 AM. Once a student receives an increment of five tardies per semester, the student will receive an Incident Report to their grade level assistant principal, and the following consequences will be assigned:

5 tardies	Warning from Assistant Principal
10 tardies	3 days of lunch/recess in In School Suspension (ISS)
15 tardies	½ day of ISS
20 tardies	1 day of ISS
25 tardies +	2 days of ISS

### **Transportation Information**

The Conroe ISD Transportation department has compiled a handout with important information and frequently asked questions you can access it at [CISD Transportation](#).

### **Volunteer in CISD**

Parents are encouraged to volunteer in CISD schools. Anyone interested in volunteering needs to complete an online application and be approved prior to helping in any capacity. Simply click on the link below to apply. The system enables you to complete one application for all schools in which you are interested in serving. *Every school year, a new application must be submitted.*

[Volunteer in CISD](http://www.conroeisd.net/parents/get-involved/) <http://www.conroeisd.net/parents/get-involved/>